



# Department of Human Resources & Civil Service

## Job Announcement Please Post Conspicuously

Maggie Brooks  
County Executive

Brayton M. Connard  
Director

**TITLE:** Director of Veterans Service Agency

**SALARY:** \$71,755 - \$92,414

**LOCATION:** Monroe County Department of Veterans Service Agency

### **JOB SUMMARY:**

This is an administrative position in which the incumbent is responsible for administering the day-to-day activities of the Veteran's Service Agency. The Director supervises a staff responsible for assisting veterans and their dependents in obtaining applicable benefits available under federal, state and local laws. Duties also include assisting staff with advising veterans and their families of their benefits, when required, including difficult cases. The employee reports directly to and works under the general direction of the County Executive. General supervision is exercised over a subordinate staff. Does related work as required.

### **MINIMUM QUALIFICATIONS:**

Must meet the following:

1. Effective April 9, 1996 appointees to this position must be a veteran as defined in New York State statute\*, per Executive Law, Article 17, Section 357.
2. Must be eligible to be accredited with an appropriate veteran's service organization.

\*For the purpose of these minimum qualifications, the definition of veteran is controlled by Executive Law, Article 17, Section 350. "The term 'veteran' means a person, male or female, resident of this state, who has served in the active military or naval service of the United States during a war in which the United States engaged and who has been released from such service otherwise than by dishonorable discharge, or who has been furloughed to the reserve."

### **SPECIAL REQUIREMENTS:**

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test, along with a background investigation. Failure to meet the standards may result in disqualification.

If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the job.

### **RESIDENCY REQUIREMENT:**

Applicant must be a resident of Monroe County at the time of appointment.

**Send Civil Service Application to:** Monroe County Department of Human Resources  
39 W. Main Street – Room 210  
Rochester, NY 14614

**Posting Deadline:** March 30, 2012